

Subject: JURY DUTY

REFERENCES	SECTIONS
Human Resources Policy Memos	HR02-020
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm	GC: 19991.3 Rule: 599.672 (to be amended) Code of Civil Procedure Section 215 http://www.leginfo.ca.gov/calaw.html
Memo of Understanding (MOU) http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm	Refer to Employee's MOU
Responsible Control Agency and Program	Department of Personnel Administration
State Administrative Manual (SAM) http://sam.dgs.ca.gov/default.htm	8594
SPB/DPA Policy Memos http://www.dpa.ca.gov/statesys/dpa/src/hfpml.shtm	PML: 2005-014

Jury Duty

Definition/ Explanation

Jury duty is an obligation to serve on a jury and it is one of the basic rights and civic responsibility as a citizen of this State and Country.

A jury is a body of persons temporarily selected from the citizens of a particular district, and invested with the power to present or indict a person for a public offense, or to try a question of fact.

Policy

The DGS, Office of Fiscal Services (OFS), follows the process suggested in the State Administrative Manual (SAM) Section 8594. An employee can serve on a jury for any court. Employees who perform jury duty will receive their regular salary and will no longer receive a check from the court that previously they were required to turn over to the DGS pursuant to Personnel Management Liaisons (PML) 2005-014

Procedure

Employee/Juror

Courts in California now instruct jurors that they must fill out a jury fee waiver form if they are a government employee who is receiving their regular compensation while on jury duty. "Regular" compensation refers to what an employee would receive from the employer, regardless of whether the employee was scheduled to work on the day(s) of jury duty.

The employee/juror completes his/her Project and Accounting Leave (PAL) using the alias "J" for jury duty and inserting the time attributable to jury duty for each day.

Attachment

Code of Civil Procedure Section 215
(<http://www.documents.dgs.ca.gov/ohr/pom/CodeCivilProcedure215.htm>)
